

APPENDIX 3

Recommendations Due After 31 January 2012

| ACTION PLAN NO: | WEAKNESSES IDENTIFIED: GRADE: | AGREED ACTION: | DATES : | COMMENT/EXPLANATION: | PYRAMID: RESPONSIBLE OFFICER: |
|--|--|---|---|---|---|
| DEPARTMENT DEVELOPMENT & INFRASTRUCTURE SERVICES SERVICE ECONOMIC DEVELOPMENT REPORT NAME <u>REVIEW OF FISH LANDING DUES AND OTHER HARBOUR INCOME</u> | | | | | |
| 1 | The legal enforceability of debts arising would be better substantiated if the schedule of rates and dues was more readily available to marine customers. HIGH | 1.1 Consideration should be given to displaying laminated copies of the schedule of rates and dues at all piers, harbours and ferry slips where charges are to be levied. | 31 March 2012 30 April 2012 | New schedule and corresponding communications completed by 30 April 2012 | Delayed but rescheduled Operations Manager Marine & Airports |
| 5 | With the role of Area Manager having been abolished there is no regular interaction between the Administration function and the Harbourmasters. In addition, there is no clear audit trail to demonstrate that data notified to Administration does result in an invoice being raised, or indeed that all additional invoices have been raised by the harbourmasters for berthing or landing fees due to the Council. MEDIUM | 5.1 Consideration should be given to implementing a register of berthing at each port which would record if an invoice has been issued and paid locally or if data has been supplied to Administration for them to raise an invoice. Data supplied to Administration should be supplied on pre-numbered forms so that a check can be carried out that all data has been received and there can be no potential revenue loss to the Council. | 31 July 2012 30 November 2012 | A meeting between the Marine Manager, Performance and Business Manager and Internal Audit Manager took place on 30 January 2012. As a result, it was deemed appropriate that this recommendation forms part of a wider project of marine income maximisation and one which warrants the development of a business case to address appropriate systems of berthing registration, including addressing the matter of un-manned landing slips. | Delayed but rescheduled Harbour Master/Administration Officer |